



Taiwan Tea Corporation

The implementation situations for employee welfare measure and retirement system

Employee welfare items	Implementation status
Staff dormitory	Free staff dormitories of good quality are provided in Sanxia (New Taipei City), Daxi (Taoyuan), Tongluo (Miaoli) and Pingtung, and air conditioners, wash machines, TV sets, networks, kitchens, recreation rooms, and other facilities are available to meet the accommodation demands of the employees from other cities and counties.
Monthly meal allowance	In addition to the wage, full-time employees can receive a meal allowance of NTD 2,200 every month or the Company hires a cook to provide food service.
Employee welfare measures	<p>(1) For the employees who participate in and effect labor and health insurance according to the regulations of the government, the Company will transfer the application for the maternity, injury or sickness, disability, old-age, survivor, or retirement benefits to the Bureau of Labor Insurance according to the “Labor Insurance Act” and “Enforcement Rules of the Labor Insurance Act.”</p> <p>(2) All the employees of the Company participate in life insurance without regard to their rank or function, and the Company is responsible for full payment of the insurance premium. The insurance policy covers term life insurance, hospitalization insurance, accident insurance, cancer insurance and occupation accident insurance. The spouse and children under 23 are also covered in the hospitalization, accident, and cancer insurance.</p> <p>(3) Travel safety insurance at an insured amount of NT\$ 10 million is effected for the employees on overseas business travel without regard to their rank.</p> <p>(4) After expiration of the probation period, full-time employees join the Employee Welfare Committee of the Company and enjoy all the welfare measures when they are officially appointed, including allowance for three festivals, company trip, physical examination, recreational ball game, and year-end party. In addition, the Company provides employees and their children with scholarship and wedding and bereavement support payments. Regulations on compensation for occupational accident and consolation</p>

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	money for employees have been established.
Employee education	<p>We encourage employees to make the best use of time for further education. In addition to application for in-service education, employees are arranged to participate in the courses of the Bureau of Labor Insurance on labor laws and regulations. For the courses provided by the competent authorities of Securities and Futures Bureau and Taiwan Stock Exchange, the heads of related departments will dispatch employees for these courses if needed.</p>
Employee training	<p>New employees must take general training courses (including finance, procurement, information, basic knowledge of law, and knowledge of tea introduction of stores, work rules, Personal Data Protection Act, orientation training, and employee welfare). The head of each department concerned arrange professional training if needed for the work. (For example, all the employees of the recreational stores must take regular professional training in the tea field, including knowledge of tea, infusion of tea, introduction of coffee products, coffee brewing, and reception etiquette training; for other departments, ERP operation training, training of marketing and trading personnel, public relation, etc.) The Company organizes irregular educational training for employees if needed for the business, including business training, understanding and promotion of new products, pruning and trimming of tea trees, fertilization management, practical tea manufacturing courses, and tea evaluation training. The financial and HR departments dispatch personnel for the courses on “Workshop on Promoting the Adoption of International Financial Reporting Standards in Taiwan,” promotion activities related to financial and tax affairs, and amendments to the Labor Standards Act.</p> <p>External training in 2020:</p> <p>(1) 9 staffs of the Financial Department participated in the continuing education courses in 2020. The total training hours was 42.5 and the expense totaled NT\$ 14.5 thousand.</p> <p>(2) 4 staffs of the Audit Office participated in the audit training courses in 2020. The total training hours was 24 and the expense totaled NT\$12.5 thousand.</p> <p>(3) 2 staff of the HR Department participated in the training courses. The total training hours was 90 and the expense totaled NT\$ 15.48 thousand.</p>

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	<p>(4) 28 staffs of the Pingtung Branch Office (Laopi Tea Farm) participated in the training courses including retraining on operation of fork lift trucks over 1 ton, agricultural product resume counselor, drone training, training on food control safety system, and workshop of Labor Standards Act. The total training hours was 269.5 and the expense totaled NT\$ 24.99 thousand.</p> <p>(5) A total of 5 staffs from Daliao Historical Tea House, Sun Moon Lake Antique Assam Tea Farm, and Daxi Tea Factory participated in the “Fire Prevention Management Course,” “Tourism Factory Course” and “Food Sanitation Seminar.” The total training hours was 43 and the expense totaled NT\$ 4.8 thousand.</p> <p>(6) 3 staffs of the R&D Section and Key Account Section participated in the “Food Control & Safety System - HACCP Training” and “Food Importer Training.” The total training hours was 73 and the expense totaled NT\$ 9.4 thousand.</p> <p>(7) 17 staffs from Yuchi Tea Factory, a unit under Tea Division, participated in the courses on “Planting of Coffee Trees,” “Environment Friendly Soil Management,” “Cupping Training” and “Occupational Safety Training.” The total training hours was 92 and the expenses totaled NT\$ 16.5thousand.</p> <p>(8) 2 staff of the Assets Department participated in the “Department Store and Wholesale Market Energy Saving Training.” The total training hours was 8.</p> <p>(9) 1 staff of the Legal Affairs Office participated in the course on “Intellectual Property Management and Effective Corporate Governance.” The total training hours was 3.</p> <p>Internal educational training in 2020:</p> <p>(1) A total of 109 staffs of the head office participated in the “Trading Secrets and Reasonable Measurements of Confidentiality,” “Labor Safety Training,” “CSR Initiation Training,” and “Competency Application.” The total training hours was 156.</p> <p>(2) A total of 48 staffs of the head office participated in the course on “External Connection to Internal Computers” provided by the Information Department. The total training hours was 24.</p> <p>(3) A total of 12 staffs from Laopi Tea Farm, Yuchi Tea Factory and Pingtung Branch Office participated in the “ Level C Tea Manufacture Training”</p>

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	<p>provided by the R&D Section. The total training hours was 96.</p> <p>(4) LuGao Cafe organized the courses on “Labor Safety Training” and “Self-defense Fire Organization” and “Pour-over Coffee.” A total of 31 staffs participated in these courses and the total training hours was 94.</p> <p>(5) A total of 92 staffs from Yuchi Tea Factory, Nantou Branch Office and Sun Moon Lake Antique Assam Tea Farm participated in the course on “Labor Safety and Health.” The total training hours was 174.</p> <p>(6) A total of 2,482 staffs from Laopi Tea Farm participated in the courses on operation of weeders, operation safety of tea tree pruning machines, planting of tea seedlings, cultivation, fertilization management, pesticide application training, and operation of agricultural machines. The total training hours was 1,752.5.</p> <p>(7) The Pingtung Branch Office organized the course on “Food Registration and Tracing System.” A total of 6 staffs participated in the course and the total training hours was 36.</p> <p>(8)Xiong Kong Tea Factory, Sanxia Branch Office, Miaoli Branch Office, Neihu Headquarters Store, and Daxi Tea Factory organized the course on “Labor Safety Training.” A total of 46 staffs participated in these courses and the total training hours was 73.</p> <p>(9) A total of 52 new comers took the “Education Training for New Employees” in 2020. The total training hours was 86.7.</p> <p>A total of 2,951 staffs participated in the training in 2020. The total training hours was 3,144.2 and the expense totaled NT\$ 140.71 thousand.</p>
Retirement system	<p>In response to the implementation of the new pension system, except for employees choosing the old pension system, for whom 8.58% of the income, as retirement funds, is deposited in accounts at the Department of Trusts of the Bank of Taiwan for yields on a monthly basis in accordance with the Labor Standards Act, the Company transfers 6% of the total salary to individual accounts at the Bureau of Labor Insurance for the employees covered by the new pension system from July 1, 2005.</p>